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September 1, 2015

The Honorable Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 September 1, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**AUTHORIZE THE OFFICE OF THE ASSESSOR
TO PURCHASE COMMERCIAL REPROGRAPHIC EQUIPMENT
(ALL SUPERVISORIAL DISTRICT)
(3 VOTES)**

SUBJECT

Authorize the solicitation and acquisition of commercial reprographic equipment for the Office of the Assessor Reprographics Section.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the solicitation, and acquisition of commercial reprographic equipment, identified in Attachment A, with an estimated value of \$504,500 for the Office of the Assessor (Department) Reprographics Section. In accordance with County Purchasing Policy #P-2710, Board approval is required to purchase Capital Assets (formally referred to as Fixed Assets) that exceed the \$250,000 threshold established by the Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this action will allow ISD to solicit and select the most cost effective vendor to supply and install four (4) high capacity commercial reprographic machines and software. These printers will have the ability to perform a large volume of reprographic tasks such as printing property tax related documents and auction books for several County Departments.

The Assessor, as well as other County Departments, rely on the Reprographic Section to create scrolls, certificates, business cards, forms, brochures, manuals, map books, flyers, large banners and an array of other print jobs.

The equipment currently utilized by the Department's Reprographic staff is out-of-date and frequently inoperable. The maintenance agreement that covers all four (4) reprographics printers expires December 31, 2015. The machines breakdown often, and replacement parts are no longer available.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action supports Goal 1, Operational Effectiveness, and Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total estimated cost to purchase the commercial reprographic equipment, identified in Attachment A, is approximately \$504,500. Sufficient funding has been included in the Department's Fiscal Year 2015-16 Operating Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for Capital Assets and new requirements for major Capital Assets purchases requiring County departments to obtain Board approval to purchase, lease or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisition to the County's Purchasing Agent.

The desired replacement commercial reprographic equipment is categorized as commercial or industrial and is not available for purchase under the State Managed Print Services (MPS) Program due to the large size and ability to perform mass reproduction and commercial printing assignments at a high speed. The Department has obtained an exemption approval from CIO to purchase the equipment and, upon Board approval, ISD will solicit bids for the most modern cost effective commercial reprographic equipment available.

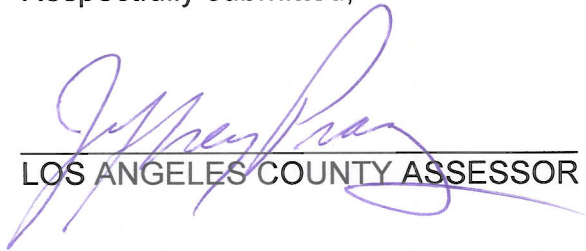
CONTRACTING PROCESS

The Department intends to acquire the equipment through the County's Purchasing Agent, ISD, which will be accomplished in accordance with the County's Purchasing Policies and Procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Failure to purchase new reprographic equipment will prevent the Department from performing mass reproduction and commercial printing assignments. The Reprographic equipment has an end of life date of December 31, 2015.

Respectfully submitted,



LOS ANGELES COUNTY ASSESSOR

SH:rb

Attachment

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Internal Services Department

ATTACHMENT A

Office of the Assessor
Commercial Reprographic Equipment

QUANTITY	ITEM DESCRIPTION	AMOUNT
1	Software	\$6,500
1	Color Printer 50ppm color 55 ppm black/white	\$32,000
1	Color Copier 75 ppm	\$89,000
1	Black/White 100 ppm	\$137,000
1	Black/White 144 ppm	\$240,000

TOTAL: \$504,500